

## LICENSING SUB-COMMITTEE

### Determination of Licence Application (With Representations) Determination of Licence Renewal Application

#### Procedure (Guidance)

1. The Chairperson introduces Members of the Licensing Sub-Committee. All other parties, including Officers of the Council, should be identified.
2. **The Chair of the Licensing Sub-Committee will announce whether the decision of the Licensing Sub-Committee will be given at the end of the hearing with written confirmation sent to the Licence Holder/Applicant within 10 working days of the hearing, or whether it will just be given in writing within 10 working days of the hearing.**
3. Presentation of the report from Licensing Department, including the calling of any witnesses and production of any relevant documentation.
4. Members of the Sub-Committee, Applicant/Licence holder and Objectors may ask questions of Officers from Licensing Department [and witnesses] which are relevant to the proceedings in hand.
5. Applicant/Licence Holder or his/her representative to present their case, calling any witnesses and producing any relevant documentation.
6. Members of the Sub-Committee, Officers from Licensing Department and Objectors may ask questions of the Applicant/Licence Holder [and witnesses] which are relevant to the proceedings in hand.
7. Objectors or their representative to present their case calling any witnesses and producing any relevant documentation.
8. Members of the Sub-Committee, Officers from Licensing Department and Applicant may ask questions of the Objectors [and witnesses] which are relevant to the proceedings in hand.
9. Licensing Department to briefly sum up.
10. Applicant/Licence Holder or their representative to briefly sum up.
11. Objectors or their representative to briefly sum up.
12. Members of the Sub-Committee to ask any final questions.
13. Applicant/Licence Holder, Objectors and members of the public and press, Members of the Council not being members of the Licensing Sub-Committee, Officers of the Council not being the Committee Officer or Legal Advisor, will be requested to leave the hearing whilst Members of the Licensing Sub-Committee determine the case.